

City of San Diego  
Commission for Arts and Culture

FY15

Creative Communities San Diego (CCSD)  
Application Workshops

November 26, 2013

December 9, 2013

Ridgehaven Auditorium

# Agenda

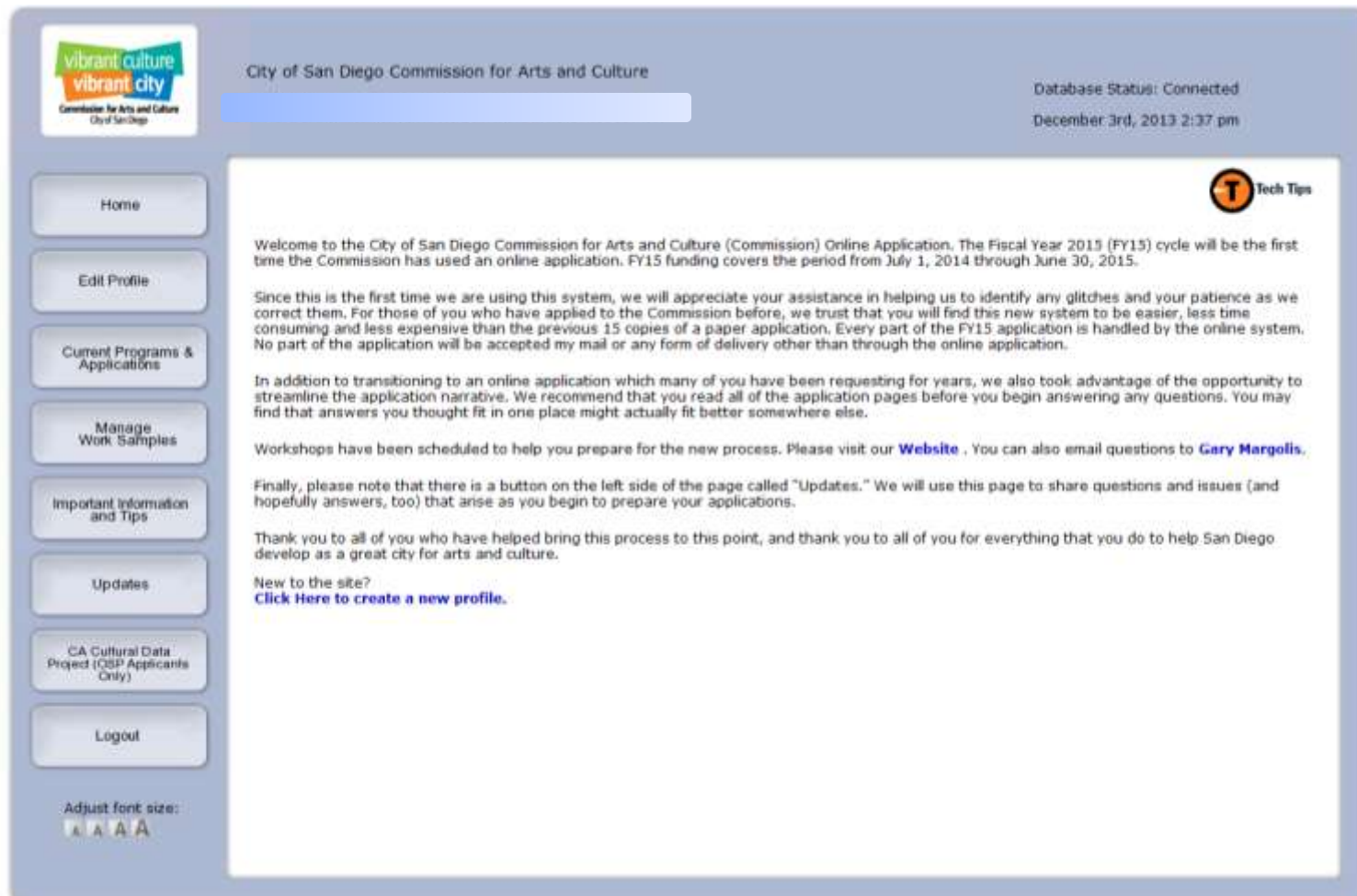
- How do I use the Online Application?
- What's new and different about the application questions?
- What are the eligibility and other requirements?

# Deadline

- January 31, 2014
- No portion of the application may be submitted through any means other than the online application.

# Applicant Portal:

## <https://sandiego.cgweb.org/>



The screenshot shows the Applicant Portal for the City of San Diego Commission for Arts and Culture. The page has a light blue header and a sidebar on the left with navigation buttons. The main content area is white and contains a welcome message, a 'Tech Tips' icon, and several paragraphs of information about the online application process for the FY15 cycle.

**vibrant culture vibrant city**  
Commission for Arts and Culture  
City of San Diego

City of San Diego Commission for Arts and Culture

Database Status: Connected  
December 3rd, 2013 2:37 pm

**T Tech Tips**

Welcome to the City of San Diego Commission for Arts and Culture (Commission) Online Application. The Fiscal Year 2015 (FY15) cycle will be the first time the Commission has used an online application. FY15 funding covers the period from July 1, 2014 through June 30, 2015.

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Finally, please note that there is a button on the left side of the page called "Updates." We will use this page to share questions and issues (and hopefully answers, too) that arise as you begin to prepare your applications.

Thank you to all of you who have helped bring this process to this point, and thank you to all of you for everything that you do to help San Diego develop as a great city for arts and culture.

New to the site?  
[Click Here to create a new profile.](#)

Adjust font size: [A](#) [A](#) [A](#) [A](#)

Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Important Information and Tips

Updates

CA Cultural Data Project (QSP Applicants Only)

Logout

# Some Features

The screenshot shows the 'vibrant culture vibrant city' logo and 'City of San Diego Commission for Arts and Culture' header. The database status is 'Connected' as of 'December 3rd, 2013 2:37 pm'. A sidebar on the left contains buttons for Home, Edit Profile, Current Programs & Applications, Manage Work Samples, Important Information and Tips, Updates, CA Cultural Data Project (OSP Applicants Only), and Logout. The main content area is titled 'Tech Tips' and contains a welcome message for the FY15 cycle. Annotations include a red arrow pointing to the 'Tech Tips' icon, a red circle around the 'Website' link with an arrow pointing to the text 'Link to Arts and Culture website.', a red circle around 'Gary Margolis' with an arrow pointing to the text 'Email Gary Margolis', and a red arrow pointing to the 'Adjust font size' link with the text 'Adjust Font Size'.

City of San Diego Commission for Arts and Culture

Database Status: Connected  
December 3rd, 2013 2:37 pm

## Tech Tips

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Adjust font size: [A A A A](#)

Link to Arts and Culture website.

Email Gary Margolis

Adjust Font Size

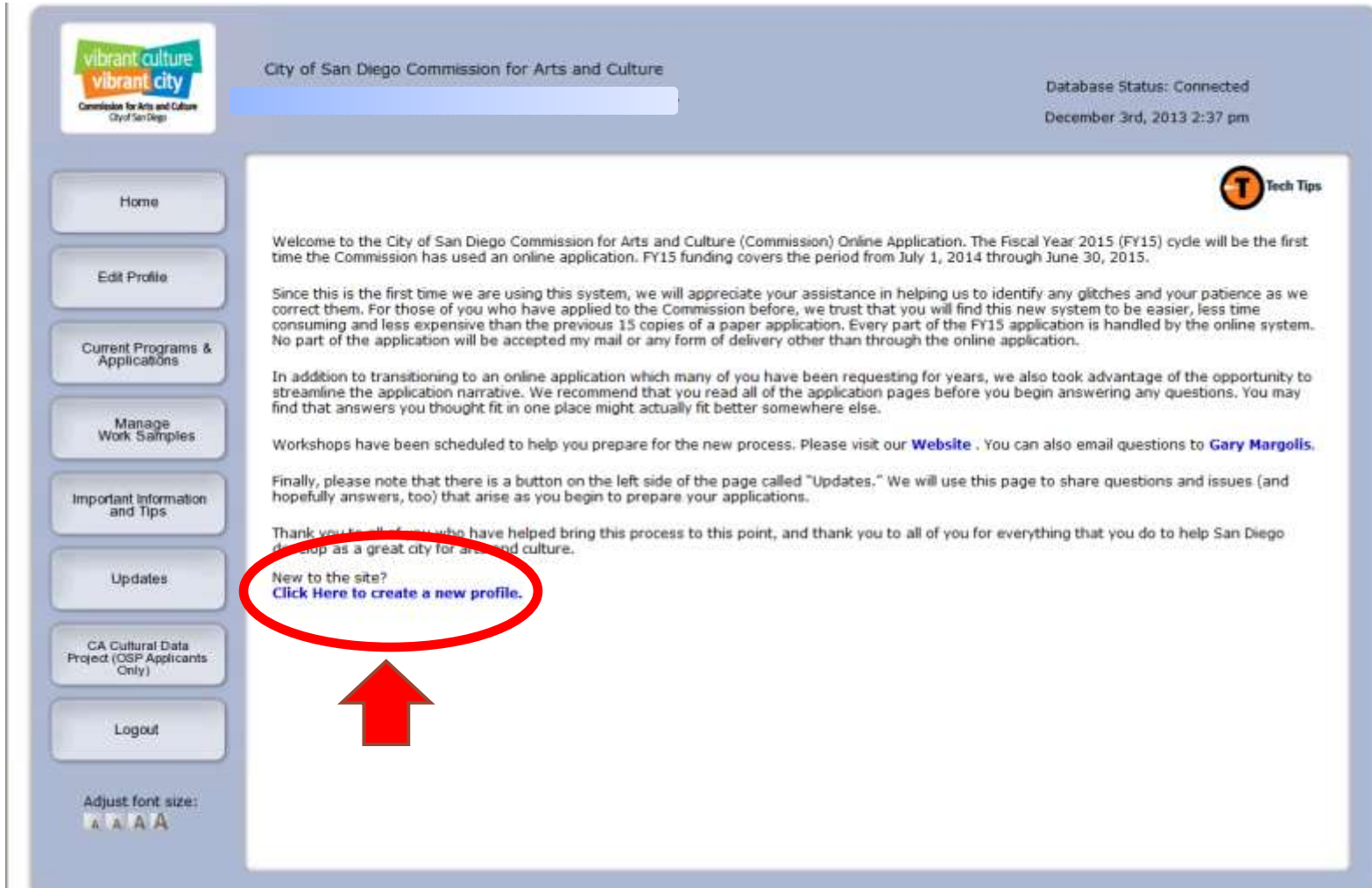
# Tech Tips Topics

- ▣ [Internet & E-Mail](#)
- ▣ [Hardware](#)
- ▣ [Software](#)
- ▣ [Operating System](#)
- ▣ [Browser](#)
- ▣ [AOL Users](#)
- ▣ [Applying for New Grants](#)
- ▣ [Child Windows](#)
- ▣ [Cookies](#)
- ▣ [Copy and Paste](#)
- ▣ [Formatting](#)
- ▣ [HTML](#)
- ▣ [Multiple Users](#)
- ▣ [Applying for a grant with multiple agencies](#)
- ▣ [My Favorite Web Page](#)
- ▣ [Preview and Print](#)
- ▣ [Saving Your Work](#)
- ▣ [Submitting an Application](#)
- ▣ [Technical Assistance](#)
- ▣ [Text and Data](#)
- ▣ [Deleting Temporary File](#)
- ▣ [Username and Passwords](#)
- ▣ [Word Count](#)
- ▣ [Image Preparation](#)

# 6 Easy Steps to Getting Started



# Step 1: Click on “Create a New Profile”



**vibrant culture vibrant city**  
Commission for Arts and Culture  
City of San Diego

City of San Diego Commission for Arts and Culture

Database Status: Connected  
December 3rd, 2013 2:37 pm

**T Tech Tips**

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[Click Here to create a new profile.](#)

Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Important Information and Tips

Updates

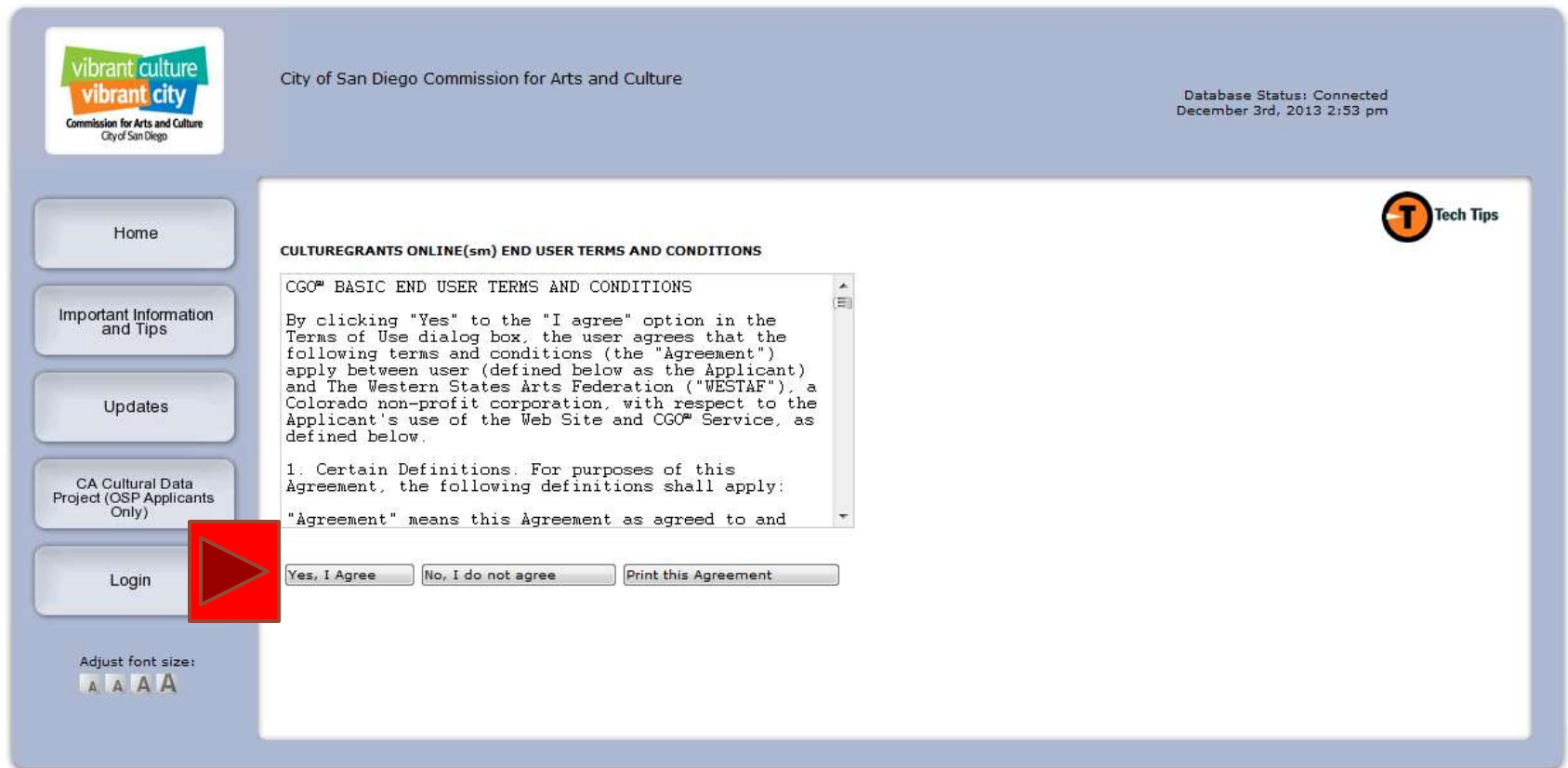
CA Cultural Data Project (OSP Applicants Only)

Logout

Adjust font size:  
A A A A



# Step 2: Accept Terms and Conditions (Click on “Yes, I Agree”)



**vibrant culture vibrant city**  
Commission for Arts and Culture  
City of San Diego

City of San Diego Commission for Arts and Culture

Database Status: Connected  
December 3rd, 2013 2:53 pm

Home

Important Information and Tips

Updates

CA Cultural Data Project (OSP Applicants Only)

Login

Adjust font size: A A A A

**Tech Tips**

**CULTUREGRANTS ONLINE(sm) END USER TERMS AND CONDITIONS**

**CGO<sup>SM</sup> BASIC END USER TERMS AND CONDITIONS**

By clicking "Yes" to the "I agree" option in the Terms of Use dialog box, the user agrees that the following terms and conditions (the "Agreement") apply between user (defined below as the Applicant) and The Western States Arts Federation ("WESTAF"), a Colorado non-profit corporation, with respect to the Applicant's use of the Web Site and CGO<sup>SM</sup> Service, as defined below.

1. Certain Definitions. For purposes of this Agreement, the following definitions shall apply:

"Agreement" means this Agreement as agreed to and

# Step 3: Complete Applicant Profile

The screenshot shows the 'vibrant culture vibrant city' logo for the City of San Diego Commission for Arts and Culture. The page title is 'City of San Diego Commission for Arts and Culture'. The database status is 'Connected' as of 'December 3rd, 2013 3:03 pm'. A 'Tech Tips' icon is in the top right. The left sidebar contains buttons for 'Home', 'Important Information and Tips', 'Updates', 'CA Cultural Data Project (OSP Applicants Only)', and 'Login'. Below these is a font size adjustment section with 'A A A' buttons. The main form area is divided into two sections: 'Primary Contact Information' and 'Applicant Information'. The 'Primary Contact Information' section includes fields for Salutation (a dropdown menu), First Name, Middle Initial, Last Name, Phone, Email, Confirm Email, Username, Password, and Confirm Password. The 'Applicant Information' section includes fields for Legal Name (Organization or Individual), Date of 501(c)3 incorporation (if applicable), EIN (if applicable), Address, and Address (line 2). A red circle highlights the 'Applicant Information' section, and a red arrow points to the 'Legal Name' field.

City of San Diego Commission for Arts and Culture

Database Status: Connected  
December 3rd, 2013 3:03 pm

Tech Tips

Home

Important Information and Tips

Updates

CA Cultural Data Project (OSP Applicants Only)

Login

Adjust font size: A A A

**Primary Contact Information**

Salutation Select...

\* First Name

Middle Initial

\* Last Name

\* Phone

\* Email

\* Confirm Email

\* Username

\* Password

\* Confirm Password

**Applicant Information**

\* Legal Name (Organization or Individual)

Date of 501(c)3 incorporation (if applicable)

EIN (if applicable)

\* Address

Address (line 2)

Note: Use the legal name of your organization here. You may add a “dba” after it or you can provide the dba in the “Background” page.

# Bottom of Applicant Profile Page

\* **Congressional District**

*For At-Large Districts enter "00"*

\* **State House District**

\* **State Senate District**

*Find your district numbers at [Vote Smart](#) by entering in your **9-digit zip code**.*

**Web Address**

\* *Denotes a required field*

Note: In California, we call it the State Assembly – not the State House. Go ahead and use this box to enter your State Assembly District.

## Step 4: Click “Submit”

Updates

CA Cultural Data Project (OSP Applicants Only)

Login

Adjust font size:  
A A A A

Middle Initial

\* Last Name

\* Phone

\* Email

\* Confirm Email

\* Username

\* Password

\* Confirm Password

Applicant Information

\* Legal Name  
(Organization or Individual)

Date of 501(c)3 incorporation  
(if applicable)

FEIN/TAX ID  
(if applicable)

\* Address

Address (line 2)

\* City

\* Country

UNITED STATES

\* State/Province

Select...

\* Postal Code

\* Phone

Fax

\* Congressional District

For At-Large Districts enter "00"

\* State House District

\* State Senate District

Find your district numbers at [Vote Smart](#) by entering in your [9-digit zip code](#).

Web Address

http://

\* Denotes a required field

Submit

Step 4 will take you to your organization's "home page."

**vibrant culture vibrant city**  
Commission for Arts and Culture  
City of San Diego

City of San Diego Commission for Arts and Culture

**Dolly Dennis - San Diego Old Central Library Arts Center**

Database Status: Connected  
December 3rd, 2013 3:12 pm

Tech Tips

Welcome to the City of San Diego Commission for Arts and Culture (Commission) Online Application. The Fiscal Year 2015 (FY15) cycle will be the first time the Commission has used an online application. FY15 funding covers the period from July 1, 2014 through June 30, 2015.

**Your name and organization name will appear here.**

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Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Important Information and Tips

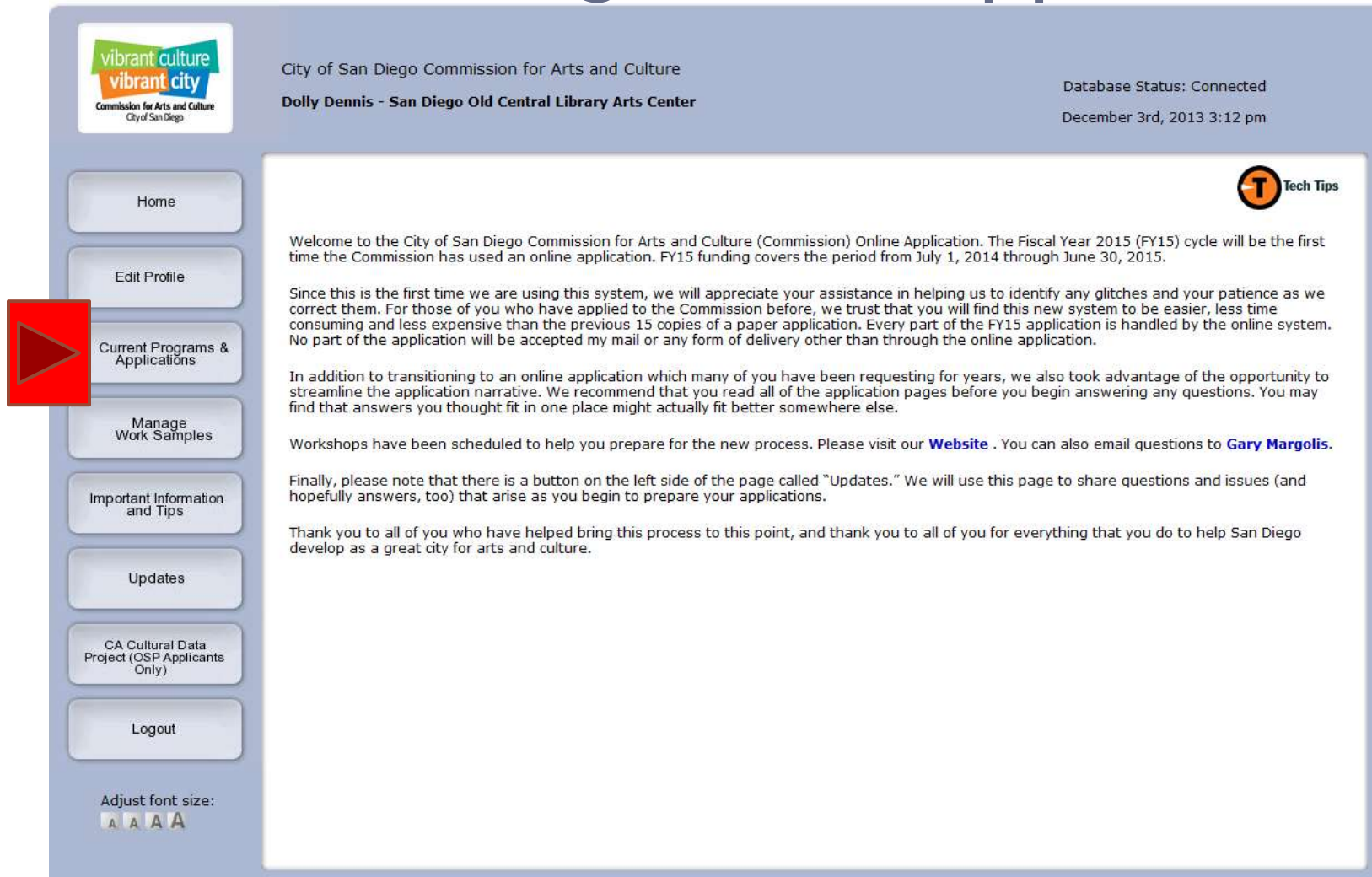
Updates

CA Cultural Data Project (OSP Applicants Only)

Logout

Adjust font size:  
A A A A

# Step 5: Click on “Current Programs & Applications”



**vibrant culture vibrant city**  
Commission for Arts and Culture  
City of San Diego

City of San Diego Commission for Arts and Culture  
**Dolly Dennis - San Diego Old Central Library Arts Center**

Database Status: Connected  
December 3rd, 2013 3:12 pm

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Home

Edit Profile

**Current Programs & Applications**

Manage Work Samples

Important Information and Tips

Updates

CA Cultural Data Project (OSP Applicants Only)

Logout

Adjust font size:  
A A A A

# Step 6: Select OSP or CCSD

**vibrant culture vibrant city**  
Commission for Arts and Culture  
City of San Diego

City of San Diego Commission for Arts and Culture  
Dolly Dennis - San Diego Old Central Library Arts Center

Database Status: Connected  
December 3rd, 2013 3:20 pm

Home  
Edit Profile  
Current Programs & Applications  
Manage Work Samples  
Important Information and Tips  
Updates  
CA Cultural Data Project (OSP Applicants Only)  
Logout

Adjust font size: A A A A

**FY15 Organizational Support Program (OSP)**

The Organizational Support Program (OSP) provides core support or general operating support for arts and culture nonprofit organizations located within the City of San Diego. Core support may be used not only for the delivery of services or other activities directly in pursuit of the organization's mission, but also for administrative costs.

Diversity and the inclusive environment that it engenders are core values of the City of San Diego Commission for Arts and Culture (Commission). The Commission welcomes organizations that embody and embrace diversity and believes that they will be positioned to grow and help San Diego become a more vibrant city.

**Available:** November 25th, 2013 12:00 AM  
**Final Submission Deadline:** January 31st, 2014 11:59 PM  
[EDIT Application #OSP0001 \(IN PROGRESS\) - PDF](#)

**FY15 Creative Communities San Diego (CCSD)**

The Creative Communities San Diego Program (CCSD) provides financial support for eligible projects implemented by eligible nonprofit organizations. Model projects offer opportunities for San Diego residents in every community and visitors to create, learn about, enjoy and participate in arts and culture.


Eligible projects achieve one or more of the goals identified in this application and include, but are not limited to festivals, parades, out-of-school arts education, and single production exhibits.

**Available:** November 25th, 2013 12:00 AM  
**Final Submission Deadline:** January 31st, 2014 11:59 PM  
[EDIT Application #CCSD-0001 \(IN PROGRESS\) - PDF](#)

**You may apply to only one (1) program.**



# CCSD Application - Page 1



City of San Diego Commission for Arts and Culture  
Dolly Dennis - San Diego Old Central Library Arts Center

Database Status: Connected  
December 3rd, 2013 3:26 pm

[Home](#)  
[Edit Profile](#)  
[Current Programs & Applications](#)  
[Manage Work Samples](#)  
[Important Information and Tips](#)  
[Updates](#)  
[CA Cultural Data Project \(OSP Applicants Only\)](#)  
[Logout](#)  
  
[Adjust font size:](#)  
A A A A

**FY15 Creative Communities San Diego (CCSD) #CCSD**

Application Pages

- [Eligibility](#)
- [Fiscal Sponsors](#)
- [Short Form Eligibility](#)
- [Background](#)
- [Project Details](#)
- [Project Budget Expenses 3 Years Table](#)
- [Overhead Details Table](#)
- [How to calculate the amount you may request](#)
- [Project Budget Income 3 Years Table](#)
- [In-Kind Contributions Table](#)
- [Allocation of CCSD Funds](#)
- [Budget Notes](#)
- [Meeting the CCSD Goals](#)
- [Other Goals](#)
- [Audience and Visitor Information](#)
- [Conflicts of Interest](#)
- [Contacts](#)
- [Work Samples](#)
- [Submit Application](#)

**Eligibility**

You must answer Yes to ALL of the numbered questions below to be eligible to apply to the CCSD program.

[Save Work](#)

**\* 1. Are you currently a nonprofit tax exempt charitable organization under Internal Revenue Code Section 501(c)3 or 501(c)6?**

☒ Yes  
☐ No


**\* If you are a first time applicant, attach a letter from the IRS attesting to your nonprofit status.**

**\* 2. Do you have a three year history of ongoing arts and culture programming within the City of San Diego prior to the application deadline? (The proposed project, however, may be a new one for you.)**

☒ Yes  
☐ No

**\* 3. Does the proposed project take place within the City of San Diego?**

Current File: [IRS letter.pdf](#)  
[replace/remove file](#)

 Tech Tips

These are the “pages” of the application. Each one is “clickable” to make it easy for you to go back and forth between pages.



# List of CCSD Pages

- Eligibility
- Fiscal Sponsors
- Short Form Eligibility
- Background
- Project Details
- Project Budget Expenses 3 Years Table
- Overhead Details Table
- How to calculate the amount you may request
- Project Budget Income 3 Years Table
- In-Kind Contributions Table
- Allocation of CCSD Funds
- Budget Notes
- Meeting the CCSD Goals
- Other Goals
- Audience and Visitor Information
- Conflicts of Interest
- Contacts
- Work Samples
- Submit Application

# Features of the Application Pages

Current Programs & Applications

Manage Work Samples

Important Information and Tips

Updates

CA Cultural Data Project (OSP Applicants Only)

Logout

Adjust font size:  
A A A A

- Project Budget Expenses 3 Years Table
- Overhead Details Table
- How to calculate the amount you may request
- Project Budget Income 3 Years Table
- In-Kind Contributions Table
- Allocation of CCSD Funds
- Budget Notes
- Meeting the CCSD Goals
- Other Goals
- Audience and Visitor Information
- Conflicts of Interest
- Contacts
- Work Samples
- Submit Application

## Background

Describe your organization and provide a history of its programs and services.

1000characters---  
Abcdefghijklmnopqrstuvwxyz1234567890  
stuvwxyz12345  
Character Count: 1000 out of 1000

1000characters---  
Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz12345  
Character Count: 1000 out of 1000

If you are applying for the same project, provide a description of how you evaluated the completed project and the results of that evaluation. Given what you have learned, how will you improve the project next time?

1000characters---  
Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz12345  
Character Count: 1000 out of 1000

**New Projects Only:** If this is a new project for you, describe any previous experience your organization has had in planning, implementing and evaluating projects.

1000characters---  
Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz12345  
Character Count: 1000 out of 1000

**Other name (if applicable)**  
If your organization operates under a different name than its legal name (which you should have used for your profile), enter that here.

[Did I Complete This Page?](#)

Save Work

Save Work

Save Work

Previous Page


Previous Section

VIEW PDF

Next Section

Next Page

When you click on the “VIEW PDF” button, a PDF version of everything you have completed in your application thus far is generated - just the way the panelists will see it.

 Commission for Arts and Culture City of San Diego		City of San Diego Commission for Arts and Culture - FY15 Creative Communities San Diego (CCSD) San Diego Old Central Library Arts Center Application #CCSD-0001  Primary Contact: Ms. Dolly Dennis Phone: (001) 234-5678 Email: dolly@sdoclac.org  Document Generated: Tuesday, November 19th 2013, 3:08 pm	
<b>Applicant Profile</b>			
Legal Name	San Diego Old Central Library Arts Center		
Date of 501(c)3 incorporation	10/01/2013		
Address1	820 E St San Diego, California 92101 UNITED STATES (001) 234-5678		
Telephone	Dolly Dennis		
Primary Contact	Phone: (001) 234-5678 Email: dolly@sdoclac.org		
Applicant Status			
Applicant Institution			
Applicant Discipline			
Grantee Race			
Congressional District	52		
State House District	78		
State Senate District	39		
FEIN / TAX ID			

#CCSD-0001	Page 1
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# TIPS

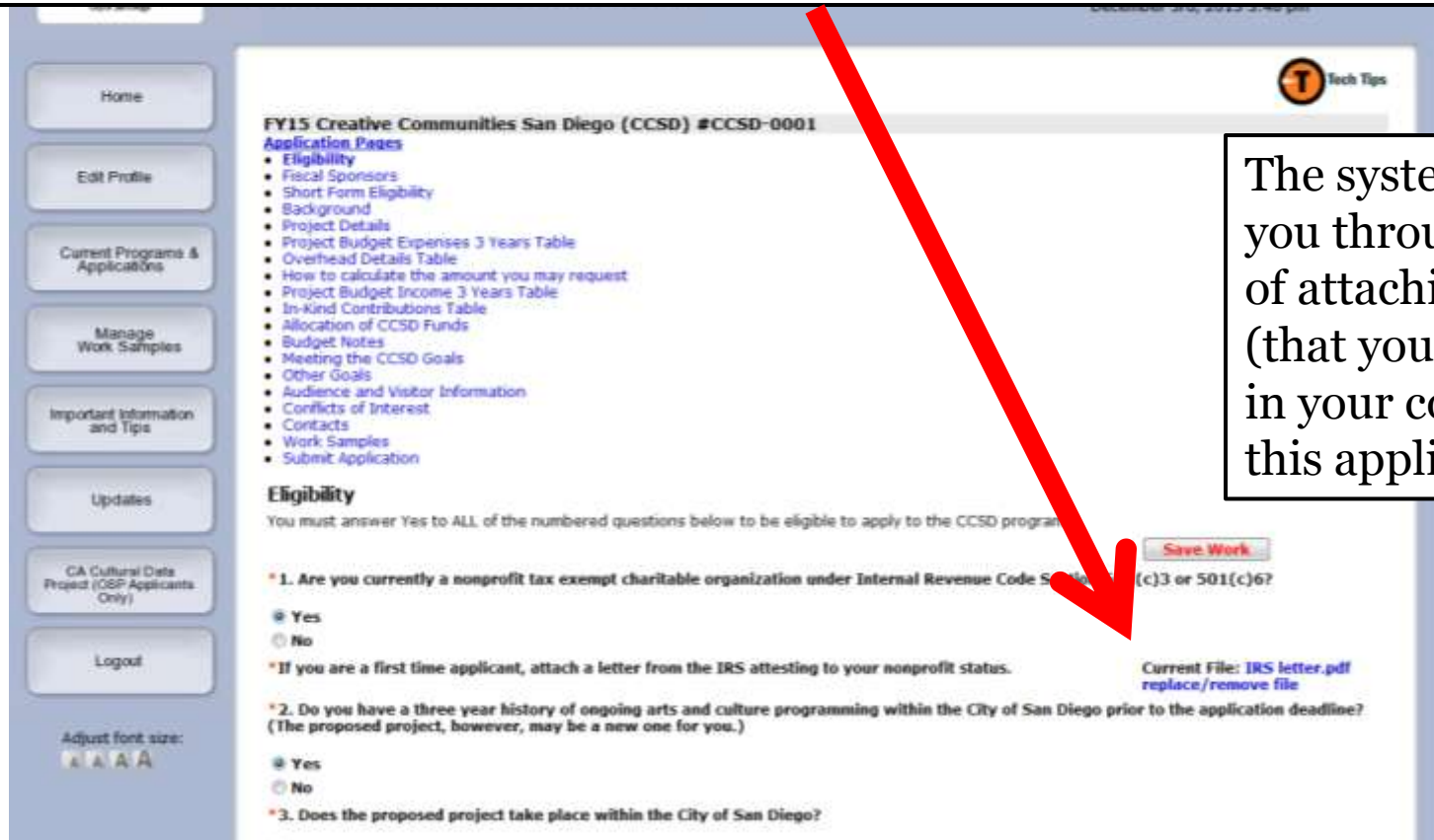
- **SAVE YOUR WORK FREQUENTLY –**
  - The system will **NOT** save your work automatically as you move from page to page.
- **Compose your answers to narrative questions using your own word processing software.**
  - The system will not do spell check.
  - You cannot see your complete answer online unless you **VIEW PDF**.

# Required Fields

- Since Long Form and Short Form applicants are using the same application, we could not use the system to make fields “required.”  
*(More about Long Form and Short Form later)*
- You should assume that unless the instructions specifically state otherwise - all questions are required.
- The disadvantage is that the system will not tell you if you have missed a question.

# Attachments

There are two ways to attach documents to the application. Sometimes the instruction will ask you to attach something directly to that page. For example, on the Eligibility Page - if you are a new applicant – you are asked to attach your IRS letter of determination of nonprofit status.

A screenshot of the 'FY15 Creative Communities San Diego (CCSD) #CCSD-0001' application page. The page has a left sidebar with buttons: Home, Edit Profile, Current Programs & Applications, Manage Work Samples, Important Information and Tips, Updates, CA Cultural Data Project (OSP Applicants Only), and Logout. The main content area is titled 'Application Pages' and lists various steps: Eligibility, Fiscal Sponsors, Short Form Eligibility, Background, Project Details, Project Budget Expenses 3 Years Table, Overhead Details Table, How to calculate the amount you may request, Project Budget Income 3 Years Table, In-kind Contributions Table, Allocation of CCSD Funds, Budget Notes, Meeting the CCSD Goals, Other Goals, Audience and Visitor Information, Conflicts of Interest, Contacts, Work Samples, and Submit Application. The 'Eligibility' section is active, showing a list of numbered questions. A red arrow points from the top text box to the file upload area for question 1. The file upload area shows 'Current File: IRS letter.pdf' and a 'replace/remove file' link. A 'Save Work' button is also visible.

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Logout

Adjust font size: A A A A

**FY15 Creative Communities San Diego (CCSD) #CCSD-0001**

**Application Pages**

- **Eligibility**
- Fiscal Sponsors
- Short Form Eligibility
- Background
- Project Details
- Project Budget Expenses 3 Years Table
- Overhead Details Table
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- Project Budget Income 3 Years Table
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- Other Goals
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- Conflicts of Interest
- Contacts
- Work Samples
- Submit Application

**Eligibility**

You must answer Yes to ALL of the numbered questions below to be eligible to apply to the CCSD program

**\* 1. Are you currently a nonprofit tax exempt charitable organization under Internal Revenue Code Section 501(c)3 or 501(c)6?**

☒ Yes  
☐ No

**\* If you are a first time applicant, attach a letter from the IRS attesting to your nonprofit status.**

Current File: [IRS letter.pdf](#)  
[replace/remove file](#)

**\* 2. Do you have a three year history of ongoing arts and culture programming within the City of San Diego prior to the application deadline? (The proposed project, however, may be a new one for you.)**


☒ Yes  
☐ No

**\* 3. Does the proposed project take place within the City of San Diego?**

[Save Work](#)

The system will walk you through the steps of attaching a file (that you have saved in your computer) to this application page.

# What the panelists will see... (on the PDF version)




City of San Diego Commission for Arts and Culture - FY15  
Creative Communities San Diego (CCSD)  
San Diego Old Central Library Arts Center  
Application #CCSD-0001

Primary Contact: Ms. Dolly Dennis  
Phone: (001) 234-5678  
Email: dolly@sdoclac.org

Document Generated: Thursday, November 14th 2013, 11:31 am

**Eligibility**  
You must answer Yes to ALL of the numbered questions below to be eligible to apply to the CCSD program.

1. Are you currently a nonprofit tax exempt charitable organization under Internal Revenue Code Section 501(c)3 or 501(c)6?  
Yes

 If you are a first time applicant, attach a letter from the IRS attesting to your nonprofit status.  
[IRS letter.pdf](#)

2. Do you have a three year history of ongoing arts and culture programming within the City of San Diego prior to the application deadline? (The proposed project, however, may be a new one for you.)  
Yes

3. Does the proposed project take place within the City of San Diego?  
Yes

**Enter your DUNS # here:**  
Applicants are required to have an active Dun & Bradstreet DUNS (Data Universal Numbering System) number.  
For more information:  
(866) 705-5711  
[http://www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html)  
<http://fedgov.dnb.com/webform>  
999999999

When the reader clicks on the link, the document that you attached will open up.

# Work Samples (Attachments at the end)

The screenshot displays the user interface of the 'FY15 Creative Communities San Diego (CCSD) #CCSD-0001' application portal. On the left is a vertical sidebar with navigation buttons: Home, Edit Profile, Current Programs & Applications, Manage Work Samples, Important Information and Tips, Updates, CA Cultural Data Project (CCP Applicants Only), and Logout. Below the Logout button is a font size adjustment tool. The main content area at the top features a 'Tech Tip' icon and a list of 'Application Pages' including Eligibility, Fiscal Sponsors, Short Form Eligibility, Background, Project Details, Project Budget Expenses 3 Years Table, Overhead Details Table, How to calculate the amount you may request, Project Budget Income 3 Years Table, In-Kind Contributions Table, Allocation of CCSD Funds, Budget Notes, Meeting the CCSD Goals, Other Goals, Audience and Visitor Information, Conflicts of Interest, Contacts, Work Samples, and Submit Application. A yellow banner below the list states: 'Please check your granting agency's guidelines for sample requirements.' Below this, a green checkmark icon indicates 'You have assigned 1 sample to your current submission.' The 'Work Samples' section is titled, followed by 'Required Attachments'. A note states: 'Applicants are REQUIRED to submit the following attachments:'. Two numbered items are listed: 1. Planning Committee and Board of Directors roster with brief descriptions of responsibilities and qualifications. 2. Key Staff and other volunteers with brief descriptions of responsibilities and qualifications. (We assume the Board of Directors and Planning Committee members are volunteers. If they are not, you should have addressed this matter in the Conflict of Interest page.) Below this is the 'Non-Required Attachments' section, which lists three items: 1. Program information, such as curricula or training guides. 2. Marketing plans. 3. Marketing an outreach materials, such as brochures and flyers.

Home

Edit Profile

Current Programs & Applications

Manage Work Samples

Important Information and Tips

Updates

CA Cultural Data Project (CCP Applicants Only)

Logout

Adjust font size:

**FY15 Creative Communities San Diego (CCSD) #CCSD-0001**

**Application Pages**

- Eligibility
- Fiscal Sponsors
- Short Form Eligibility
- Background
- Project Details
- Project Budget Expenses 3 Years Table
- Overhead Details Table
- How to calculate the amount you may request
- Project Budget Income 3 Years Table
- In-Kind Contributions Table
- Allocation of CCSD Funds
- Budget Notes
- Meeting the CCSD Goals
- Other Goals
- Audience and Visitor Information
- Conflicts of Interest
- Contacts
- **Work Samples**
- Submit Application

Please check your granting agency's guidelines for sample requirements.

✔ You have assigned 1 sample to your current submission.

## Work Samples

### Required Attachments

Applicants are REQUIRED to submit the following attachments:

1. Planning Committee and Board of Directors roster with brief descriptions of responsibilities and qualifications.
2. Key Staff and other volunteers with brief descriptions of responsibilities and qualifications. (We assume the Board of Directors and Planning Committee members are volunteers. If they are not, you should have addressed this matter in the Conflict of Interest page.)

### Non-Required Attachments

1. Program information, such as curricula or training guides
2. Marketing plans
3. Marketing an outreach materials, such as brochures and flyers

Documents as well as images and audio and video files may be attached to the “Work Samples” Page at the end of the application. All of the instructions are included in the application.



# Help Button

Describe the neighborhood or target population to be served. What needs are addressed by the project? Will the target population be involved in the planning and implementation of the project, and if so, how?

```
2500characters---
Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz
stuvwxyz12345
Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz
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Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz
stuvwxyz1234567890abcdefghijklmnopqrstuvwxyz
```

Character Count: 2500 out of 2500

**Describe what you will do to ensure that your project achieves the broadest possible participation, particularly among those with disabilities and language, cultural, economic or other barriers to participation?**

2500characters---  
Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz12345  
Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
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Abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz1234567890abcdefghijklmnopqrstuvwxyz

Character Count: 2500 out of 2500

If yours is a "regionally significant project" describe its significance to the San Diego region, marketing strategies to attract tourists and its impact on the Transient Occupancy Tax (TOT).

**help!**

[illegible]

Character Count: 2500 out of 2500

## Save Work

### Did I Complete This Page?

**P** Previous Section

 VIEW PDF

**Next Section** 

If you click on the little red “help” button, you’ll get a pop-up window with some additional information.

Culture Grants Online

Culture Grants Online - Windows Internet Expl...  
https://sandiego.cgweb.org/explain.php?id=105812&rat

A "regionally significant project" is one with total expenses greater than \$100,000.  
[Close](#)

Internet | Protected Mode: Off | 100%

ood or target population to be served. What needs are addressed by the project? Will the target population be involved in the implementation of the project, and if so, how?

xyz1234567890abcdefghijklmnopqrstuvwxyz  
xyz1234567890abcdefghijklmnopqrstuvwxyz  
xyz1234567890abcdefghijklmnopqrstuvwxyz  
xyz1234567890abcdefghijklmnopqrstuvwxyz  
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xyz1234567890abcdefghijklmnopqrstuvwxyz  
out of 2500

do to ensure that your project achieves the broadest possible participation, particularly among those with disabilities and language, cultural, economic or other barriers to participation?

2500characters---  
abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz12345  
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abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
Character Count: 2500 out of 2500

If yours is a "regionally significant project" describe its significance to the San Diego region, marketing strategies to attract tourists, and impact on the Transient Occupancy Tax (TOT).  
[help!](#)

2500characters---  
abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz12345  
abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
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abcdefghijklmnopqrstuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
stuvwxyz1234567890abcdefghijklmnopqrstuvwxyz  
Character Count: 2500 out of 2500

[Save Work](#)

[Did I Complete This Page?](#)

[Previous Section](#) [VIEW PDF](#) [Next Section](#)

# The Application


# Two Versions of the CCSD Application

- The **Long Form** is the standard form that all new applicants and many returning applicants must submit.
- The **Short Form** rewards consistently high performing contractors with an opportunity to submit an abbreviated version of the application. Short Form Applications are not reviewed by a panel. Organizations submitting Short Forms maintain the rank they earned the last time they submitted a Long Form.

# Short Form

- After three (3) consecutive years of submitting a Short Form application, a Long Form application is required.
- Short Form applicants are required to complete ONLY the following pages from the online application:
  - Eligibility
  - Project Details
  - Budget Expenses – 3 Years
  - Overhead Details Table
  - Contact Information
- *Short Form Eligibility Requirements appear later in this presentation. Any group planning to submit a short form must confirm their eligibility with Gary Margolis by December 31, 2013.*

The following slides provide brief descriptions of each of the application “pages.”



# The “Background” Page

- Description of organization and history of programs and services (1000)
- Same project? Description of last year’s evaluation, results, and how to improve. (1000)
- New project? Previous experience planning, implementing & evaluating similar projects. (1000)
- *Numbers in red are how many characters you are allowed.*

# Project Details Page

- ▣ Name
- ▣ Location(s) & City Council District(s)
- ▣ Brief Description (for our marketing)(500)
- ▣ Detailed Description (3300)
- ▣ Planning Committee – composition, schedule, responsibilities, qualifications, working with community partners (2500)
- ▣ Artists, teaching artists, teachers (2500)
- ▣ Target population and needs (2500)
- ▣ Efforts to achieve broad participation (2500)



## Project Details (cont.)

- Regionally Significant Projects Only  
(Expenses Greater than \$100,000) (2500)
  - Significance to the region
  - Marketing to tourists
  - Impact on TOT

The next 4 slides show the  
various Project Expenses Tables

The bottom of the slide features a series of horizontal bars. A thick yellow bar spans the entire width. Below it, on the right side, are several thinner white and yellow bars of varying lengths, creating a stepped, modern design.

## Project Budget Expenses 3 Years Table

Use the first two sections of this table to account for project-specific PERSONNEL (Section 1) and OPERATING (Section 2) expenses. None of these expenses should be payments to staff that have responsibilities other than implementing the project or for any percentage of general operating expenses, for example rent, phone, or electric. Those expenses should be reported in Section 3 (OVERHEAD) below. The total in Section 3 should not be more than 10% of the total expenses for the project (see Expense Totals below).

	Completed	Current	Projected
<b>Section 1: PERSONNEL - Cash Expenses - Project-Only</b>			
1. Artists	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Technical/Production	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Contracted Project Management	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. Security	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Other Contracted Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Subtotals:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Completed	Current	Projected
<b>Section 2: OPERATING - Cash Expenses - Project-Only</b>			
6. Rent/Facility	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
7. Materials/Supplies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
8. Marketing	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
9. Insurance (only if its just for the project)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
10. Printing	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
11. Fees/Licenses/Permits	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12. Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Subtotals:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

3 Sections:

1. Personnel
2. Operating
3. Overhead

**CASH  
EXPENSES  
ONLY**

Section 3: OVERHEAD (Provide details in the "Overhead Details Table")

User identifies	5,000	5,000	5,000
User identifies	1,000	1,000	1,000
User identifies	500	500	500
User identifies	1,000	1,000	1,000
All other Overhead Costs	0	0	0
Subtotals:	7,500	7,500	7,500
Expense Total:	7,500	7,500	7,500

Save Work

Previous  
Section

VIEW PDF

Next  
Section

For this table, you can identify by name up to 4 line items that are appropriate for your project.

## Overhead Details Table

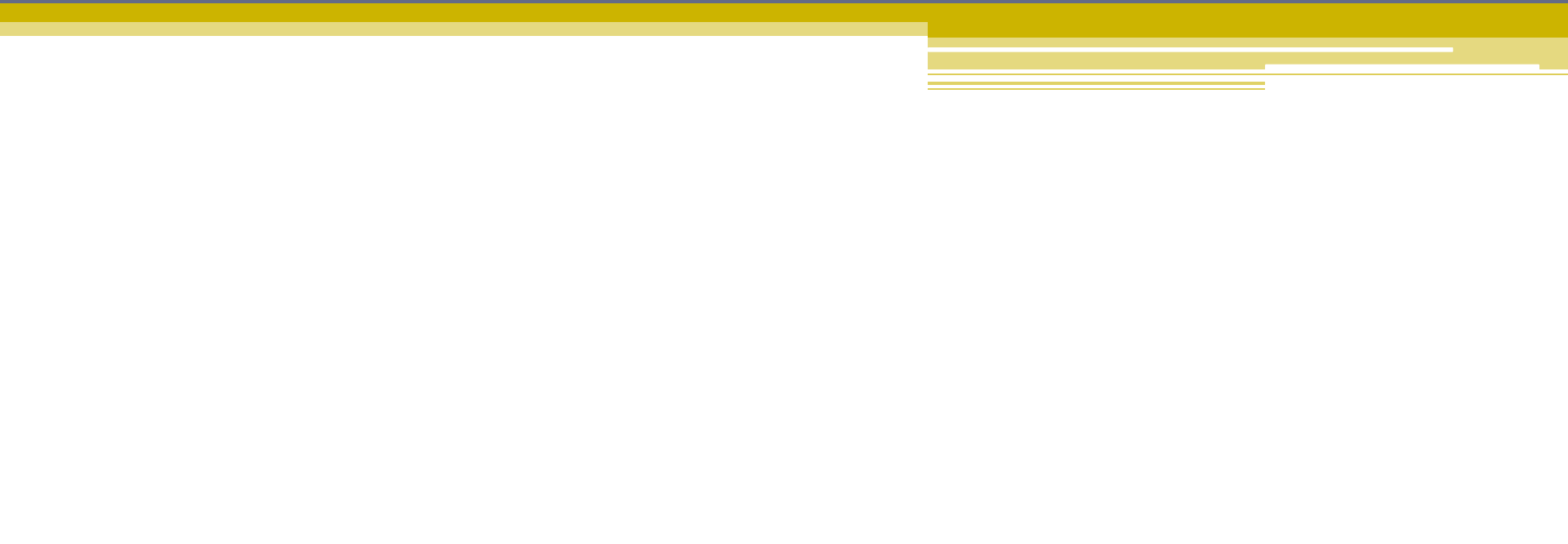
Use this table to show how you are determining how much of your overhead to allocate to this project. For example, if your executive director spends 5% of her time on this project, and her annual salary is \$50,000, then you would put "2500" (no dollar signs) in column 1 and "5" (no percent signs) in column 2.

The Grand Total in Column 1 Below must match the Total for Section 3 (Overhead) in your Expenses Table.

	Column 1 - Amount allocated to project	Column 2 - % of total annual cost for this person or item
<b>Personnel (Identify by type of work, for example "marketing director")</b>		
Executive Director	2,500	5
user identifies	0	0
user identifies	0	0
user identifies	0	0
user identifies	0	0
<b>Subtotals:</b>	2,500	5
<b>Column 1 - Amount allocated to project    Column 2 - % of total annual cost for this person or item</b>		
<b>Operations (for example rent, electricity, phone)</b>		
user identifies	0	0
user identifies	0	0
user identifies	0	0
user identifies	0	0
user identifies	0	0
<b>Subtotals:</b>	0	0
<b>Grand Totals:</b>	2,500	5

Save Work

The next four slides discuss how you calculate the Amount You May Request and show you the application form for doing that.

The bottom of the slide features a series of horizontal bars. A thick yellow bar spans the entire width. Below it, on the right side, are several thinner white and yellow bars of varying lengths, creating a stepped, decorative effect.

# Matching Requirements

- Project Budgets (Expenses) over \$30,000
  - 3:1 CASH
- Project CASH Budgets (Expenses) of \$20,000 or less
  - 2:1 (up to 50% may be inkind)
- No other city funding may be used as match.

# Maximum Requests

- Project Budgets (Cash Expenses) over \$30,000
  - 25% (1/4) of total project expenses
- Project Budgets (Expenses) of \$30,000 or less
  - 33.33% (1/3) of total project expenses
- You are encouraged to ask for the maximum.



# Examples

## **\$30,000 or less**

- ▣ Total Project Expenses = \$15,000 (\$10,000 cash + \$5,000 in donated supplies)
- ▣ You may request a maximum of \$5,000 (1/3 of \$15,000)
- ▣ You must provide a \$10,000 cash match (2 x the award) or
- ▣ A minimum \$5,000 cash match with the rest of the match in documented inkind goods or services

## **Greater than \$30,000**

- ▣ Total Project Expenses = \$100,000
- ▣ You may request a maximum of \$25,000 (1/4 of \$100,000)
- ▣ You must provide a cash match of \$75,000 (3 x the award)
- ▣ No inkind match is allowed

# “How to Calculate the Amount You May Request” Page

Current Programs & Applications

Manage Work Samples

Important Information and Tips

Updates

CA Cultural Data Project (OSP Applicants Only)

Logout

Adjust font size:  
A A A A

- Print Form (English)
- Background
- Project Details
- Project Budget Expenses 3 Years Table
- Overhead Details Table
- **How to calculate the amount you may request**
- Project Budget Income 3 Years Table
- In-Kind Contributions Table
- Allocation of CCSD Funds
- Budget Notes
- Meeting the CCSD Goals
- Other Goals
- Audience and Visitor Information
- Conflicts of Interest
- Contacts
- Work Samples
- Submit Application

How to calculate the amount you may request

Save Work

1. Total Projected Cash Expenses

Enter the TOTAL amount of your projected year cash expenses from the Project Budget Expenses 3 Years Table.  
ex: \$1

\$20,000

2. In-kind Contributions (Enter ONLY IF Line 1 is \$29,000 or less)

If the amount on Line 1 is \$29,000 or less, enter the amount of your in-kind contributions. The sum of your in-kind contributions plus cash income may not exceed \$30,000, and you may not claim more than \$10,000 in in-kind contributions. You may not claim your own services and time as in-kind.

\$10,000

3. Total - Add Lines 1 and 2

Add Lines 1 and 2. This is your total expenses.

\$30,000

4. Maximum Request (if Line 3 is \$30,0000 or less)

If Line 3 is \$30,000 or less, divide that amount by 3. This is the maximum amount you may request.

\$10,000

5. Projects greater than \$30,000 - Maximum Request

If Line 3 is greater than \$30,000, divide that amount by 4. This is the maximum amount you may request.

Where to show it

The amount from Line 4 or 5 is the amount you should enter into your Project Income Table - Line 3 (CCSD Funds) - Projected Year.

Save Work

Did I Complete This Page?

Previous Section

VIEW PDF

Next Section

The next three slides are Income  
Tables.

The bottom of the slide features a series of horizontal bars. A thick yellow bar spans the entire width. Below it, on the right side, are several thinner white and yellow bars of varying lengths, creating a stepped, architectural look.

## Project Budget Income 3 Years Table

Use this table to show your project's sources of CASH income. In-kind contributions should be shown ONLY in the In-kind Contributions Table.

	Completed Year	Current Year	Projected Year
<b>Contributed Income - CASH ONLY</b>			
1. Federal Government	1,000	1,000	1,000
2. State Government	1,000	1,000	1,000
3. CCSD Funds	5,000	5,000	5,000
4. Other City of San Diego Funds	0	0	0
5. Other Government	0	0	0
6. Individual Contributions	1,000	1,000	1,000
7. Business/Corp Contributions	1,000	1,000	1,000
8. Foundation Support	1,000	1,000	1,000
9. Fundraising	1,000	1,000	1,000
10. Other Contributed	0	0	0
<b>Subtotals:</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
	Completed Year	Current Year	Projected Year
<b>Earned Income</b>			
11. Admissions	4,000	4,000	4,000
12. Contracted Services	0	0	0
13. Classes/Tuition	0	0	0
14. Fees Paid By Vendors	0	0	0
15. Product Sales/Concessions	0	0	0
16. Other Earned	0	0	0
<b>Subtotals:</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>Income Totals:</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>

No in-kind  
in this  
Table.

Save Work

## In-Kind Contributions Table

In order to provide greater support to small, community-based projects, the Commission allows applicants with project CASH budgets of \$20,000 or less to add the value of in-kind contributions up to \$10,000 as part of their total project expenses and use that increased total to calculate their CCSD request. The \$10,000 in in-kind contributions may also be used as up to 50% of the required match – the other 50% being cash.

In-kind donations may be durable or non-durable goods, professional services or discounted or free space and rentals. Applicants may not claim their own services and time as in-kind. Also, under these guidelines, artists may not donate their services.

Use the table below to document in-kind contributions. In the blank spaces on the left, describe each donation, followed by the name of the donor and whether the donation is confirmed or not (Yes or No).

Example: Bottles of water - Ralphs Hillcrest - Yes

In the spaces to the right, provide the realistic market value of the donation.

700 Bottles of water	500
jsdhklasj	0
sdfsdf	0
sdfsdf	0
sdfsdf	0
sdfsdf	0
sdfsdf	0
sdfsdf	0
sdfsdf	0
sdfsdf	0
sdgsdfga	0
<b>Total In-kind:</b>	500

Save Work

## Allocation of CCSD Funds

Totals in Column 1 below must match "Projected Year" Totals in Budget Expenses Table.

If possible, it is preferred that you allocate all of your CCSD funds to only one line (for example, allocate all of your funds to artists or all of your funds to marketing). Lines below are listed in order of the Commission's preference. If you must use the "All Other Lines" for your CCSD funds (not preferred), a budget note is required.

	Column 1 - Total		Column 2 - CCSD Funds		Column 3 - Other Income Sources
Artists	10,000	-	10,000	=	0
Technical/Production Personnel	10,000	-	0	=	10,000
Contracted Management	0	-	0	=	0
Rent/Facilities	0	-	0	=	0
Materials/Supplies	0	-	0	=	0
All Other Lines		-		=	0
Subtotals:	20,000	-	10,000	=	10,000
Expense Totals:	20,000	-	10,000	=	10,000

Minimize the number of lines you use. It is perfectly OK (and preferred) to use all your CCSD funds for one line.

# “Budget Notes” Page

- Reasonableness, Changes, Multiple Sources, Single Expense lines greater than 20% of total expenses, Use of surplus (if any) (3300)
- Other Income (1500)
- Other Expenses (1500)
- Artistic Expenses by discipline (1500)
- Uses of CCSD funds other than the five listed. (1500)

## “Goals” Page (1000 per)

- Regionally Significant – cut and paste 3 of ours
- Other projects – cut and paste 1 of ours
- Everyone - In the allotted space(s) after the goal is listed – describe how your project will accomplish the goal(s).
  - Make sure the description really explains how the goal(s) will be achieved.
- Everyone – Up to 4 more additional goals + descriptions of your choice. OPTIONAL (500 per)



# Other Pages

- Audience and Visitor Information (numbers)
- Conflicts of Interest
- Contacts
- Work Samples

# Short Form Application

(only for those applicants that meet the short form eligibility requirements)

- 1. Eligibility Page**
- 2. Project Details Page**
- 3. Budget Expenses 3 Years Page**
- 4. Overhead Details Table Page**
- 5. Contact Information Page**



These are the only pages of the online application short form applicants are required to complete.

Please note that Short Form applications are not reviewed by a panel. Applicants submitting a short form maintain the rank they earned the last time they submitted a long form. If you want to improve your rank, which is a determinant of how much funding you will receive, you must submit a long form. However, when you do so, you also take the chance of lowering your rank.

# Short Form Applicants

- Must complete the following by December 31, 2013:
  - The online application “profile” page.
  - The online application “short form eligibility” page.
  - Email Gary Margolis ([gmargolis@san Diego.gov](mailto:gmargolis@san Diego.gov)) to confirm short form eligibility.

# CCSD Proposed Timeline

- ▣ November 25, 2013 – Release Application
- ▣ November 26 and December 9, 2013 – Workshops
- ▣ December 31, 2013 – Short Form Eligibility Deadline
- ▣ January 31, 2014 – Application Deadline
- ▣ Feb 25, 2014 – CCSD Panel (Tue.)
  - ▣ **Very Tentative**

# Proposed Timeline (cont)

- ▣ March 21 – Commission Meeting + Appeals if necessary
- ▣ April 15 – Mayor's Budget Released
- ▣ April 18 – Commission Meeting – Finalize Recommendations
- ▣ May 2 – Issue Report to Council

# Background

A decorative graphic consisting of a solid yellow horizontal bar that spans the width of the slide. Below this bar, on the right side, are several thin, parallel horizontal lines in a lighter yellow or gold color, creating a layered effect.

# Our Mission Statement

- To vitalize the community by
  - integrating arts and culture into community life,
  - supporting the region's cultural assets, and
  - showcasing San Diego as an international cultural tourism destination.

# Our Two Funding Programs

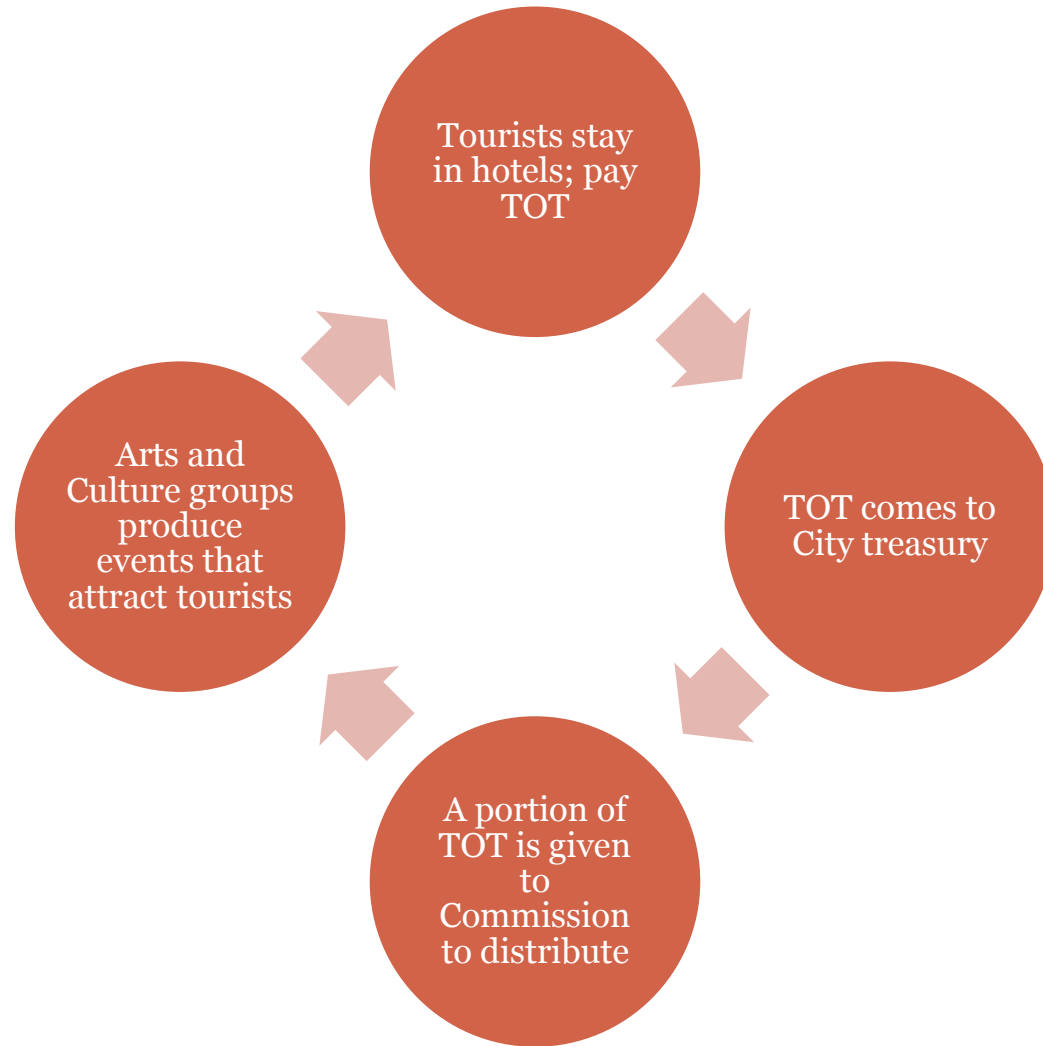
- Organizational Support Program (OSP)
  - General operating support for nonprofit organizations with a mission strongly aligned with the mission of the Commission
- Creative Communities San Diego (CCSD)
  - Support for arts and culture projects implemented by all kinds of nonprofit organizations

Other restrictions apply – see Guidelines for details.



# Our Source of Funding

Transient  
Occupancy  
Tax (TOT)



# Our Authorization

## ▣ Council Policy 100-03

### CITY OF SAN DIEGO, CALIFORNIA COUNCIL POLICY

**CURRENT**

SUBJECT: TRANSIENT OCCUPANCY TAX  
POLICY NO.: 100-03  
EFFECTIVE DATE: September 12, 2005

#### BACKGROUND:

HISTORY OF TOT RATES		
ORDINANCE NUMBER	EFFECTIVE DATE	TOT RATE
O-9033	June 9, 1964	4%
O-9767	April 1, 1968	5%
O-11077	June 5, 1973	6%
O-16286	January 1, 1985	7%
O-17108	August 1, 1988	8%
O-17154	June 1, 1989	9%
O-18078	August 1, 1994	10.5%

On June 6, 1994, the City Council adopted Ordinance No. O-18078 N.S. increasing the Transient Occupancy Tax (TOT) rate from 9% to 10.5% effective August 1, 1994. The ordinance specifically provides that the additional 1.5% tax is to be allocated to the General Fund for general government purposes as the City Council so designates.

On February 24, 1998, the City Council adopted Resolution Numbers R-289773 and R-289774, outlining recommendations to enhance and streamline application requirements and clarify category definitions for the TOT policy. Consequently, recommendations detailed in City Manager Reports 97-175, 97-188, and 98-13 have been utilized in the development of this revised Council Policy on TOT.

#### MISSION STATEMENT:

The purpose of Transient Occupancy Tax (TOT) is to advance the City's economic health by promoting the City of San Diego as a visitor destination in the national and international marketplace; supporting programs that increase hotel occupancy and attract industry, resulting in the generation of TOT and other revenue; developing, enhancing, and maintaining visitor-related facilities; and supporting the City's cultural amenities and natural attractions.

# We do not give out GRANTS.

- Our funding is payment for contracted goods and services. No money is given out “up front.” All payments are reimbursements for your actual expenses paid.
- If you need “start up” money, we will not be able to help you.

# Eligibility and Requirements

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# Eligibility Requirements

- **Nonprofit Status (501-c-3 or 501-c-6) IRS Letter Required**
- **Good City Contractor:** In compliance with all existing contracts (if applicable)
- **DUNS Number:** Data Universal Numbering System
- **Limitation** on TOT applications – only one per year

# Eligibility Requirements

- **Track Record:** Three (3) year history of ongoing arts and culture programming within the City of San Diego prior to the deadline
  - The proposed project, however, may be a new one for the applicant.
- **Location:** The proposed project must take place within the City of San Diego

# Contract Requirements

- ▣ **Secretary State good standing**
- ▣ **Attorney General good standing**
- ▣ **No governmental debarments**
- ▣ **Council Policy 100-04:** Relates to Federally mandated Americans with Disabilities Act
- ▣ **Council Policy 100-17:** Relates to maintaining a drug-free workplace
- ▣ **Municipal Code Section 22.3401-22.3417:** Relates to non-discrimination
- ▣ **Fair Labor Standards:** Relates to compensation
- ▣ **Equal Benefits Ordinance:** Relates to civil unions
- ▣ **Visual Art in Public Places:** Relates to our policies
- ▣ **Acknowledgement of City Funding**

# FY14 Awards Summary

Size of Award	Size of Project	Number of Awards	Percentage of Awards
\$20,000 - \$45,999	\$120,000 - \$520,000	4	22%
\$10,000 - \$19,999	\$60,000 - \$105,000	7	32%
\$5,000 - \$9,999	\$22,000 - \$59,000	12	32%
\$2,000 - \$4,999	\$15,000 - \$21,000	17	14%



# Insurance Requirements

- Commercial General Liability
- Auto Liability
- Worker's Compensation Employer's Liability
- See Website for details.

# What is an Eligible Project?

- Eligible projects are typically one event or a series of events united by a single theme or purpose and typically of limited duration.
- Projects must address one or more of the goals of the Creative Communities San Diego program.
- Do not try to make general operations look like a project or to define a project too broadly.
- Consult with Commission staff to confirm that your proposed activity qualifies as a project if you have any doubts.

# Goals

- Project Budgets under \$100,000, must address one goal.
- **Regionally Significant Projects**, i.e. projects with budgets greater than \$100,000, must address **three of the goals**.

# Goals (abbreviated)

1. Increase participation especially among underserved
2. Increased availability in underserved neighborhoods
3. Share heritages and cultures.
4. Strengthen communities
5. Increase TOT
6. Improve San Diego's reputation
7. Strength organizational capacity

Refer to Application for complete wording of goals.

# What We Do Not Fund

- Individuals, For-profit organizations, Schools
- Activities that are the curricula base of schools, colleges or universities
- Programs not accessible to the public or people with disabilities
- Programs before July 1, 2014 or after June 30, 2015
- Programs with religious, sectarian or political purposes

# What We Do Not Fund

- Capital or equipment outlay
- Travel, meals, lodging or entertainment expenses
- Hospitality or food costs
- Awards, trophies, gifts or uniforms
- Trust or endowment funds
- Cash advances, deposits or the replacement of deficit funds
- Ticket subsidy programs

# Different Criteria for Different Groups of Applicants

- Form
  - Long
  - Short

# Long and Short Forms

- The **Long Form** is the standard form that all new applicants and many returning applicants must submit.
- The **Short Form** is an abbreviated form of the standard application and may be used only by those organizations that meet the eligibility requirements for its use.



# Short Form

## Returning applicants only

- The CCSD Short Form process rewards consistently high performing contractors with an opportunity to submit an abbreviated version of the application, saving preparation and processing time and money.

# Short Form Eligibility

- Contractor in Good Standing
- The organization applied for and was awarded CCSD funding in all three of the three most recent funding cycles.
- For the current funding cycle, the organization either received a rank of 3+ or higher or submitted a short form.
- The organization presented the same program or event for three consecutive years, at the same site, with the same key staff.

# Competitive Nature of CCSD

- Funding for CCSD projects is limited.
- Projects are competing against each other.
- Applicants should carefully describe what makes their project unique.
- Do not assume that the name of the project and the names of the fiscal sponsor, community partners and/or applicant organization are sufficient to define a project.

# Contacts:

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Our Website: [www.saniego.gov/arts-culture/funding/](http://www.saniego.gov/arts-culture/funding/)

# Thank you!

